



***State of Washington  
Department of Transportation  
Legal Notice of Intent to Sole Source***

Washington State Department of Transportation (WSDOT) announces its intention to establish a sole source agreement with the Association of Washington Cities (AWC) for the 2003-2005 biennium in order to provide technical assistance for Washington's 281 cities as a participant in TPEAC subcommittees. WSDOT will award one agreement for approximately \$300,000.

The Association of Washington Cities (AWC) is uniquely qualified to represent the interest of cities in matters of environmental permitting of transportation projects. TPEAC needs the unique perspective of the AWC to ensure that local governments interests are addressed.

The Legislature provided and outlined a proviso in the 2003 Transportation Budget ESB1163 that specifically directs the funding for the sole purpose of providing consultant services with AWC in support of TPEAC activities.

The intended purpose of this agreement is to assist local governments by providing technical assistance by participating in TPEAC subcommittees. Services that are needed include:

1. Develop programmatic approvals on ditch maintenance, bridge scour; bridge replacement; culvert repair and other activities identified by the Programmatic Approvals Subcommittee;
2. Review local ordinances within the framework of Local Government Task Force, determine issues that need resolution, develop standardize local ordinances as needed and resolve coordination of other issues as needed;
3. Participate in the Watershed Based Mitigation Subcommittee and review local ordinances and policies that may affect the ability to place offsite or other alternative mitigation for transportation projects;
4. Other issues as identified in TEPEAC activities.

Challengers are required to submit a brief statement of their Intent to Challenge, and must address the following criteria as it relates to this project:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's project Management System (Prime Consultant Only);
5. References past performances (Prime Consultant Only); and
6. Cost factors (Prime Consultant Only.)

The Notice of Intent to Challenge is limited to a total maximum number of ten (10) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be readable size font), and with type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, and the Submittal Information Packet form(s). Please provide only 1 copy of the completed Performance



Evaluation forms and the completed Submittal Information Packet form(s). These forms should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your Statement of Interest.

The Notice of Intent to Challenge shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

1. Title of the Notice of Intent to Sole Source on the cover of the submittal and the Transmittal Letter;
2. Transmittal Letter;
3. Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
4. Completed Performance Evaluations for the Prime Consultant Only;
5. Responsiveness to all challenge criteria;
6. Meeting page limitations and font size requirements, and
7. Meeting submittal deadlines submission date.

If this award is challenged, WSDOT will select the best-qualified firm based on the criteria for challenge listed above.

Send you Intent to Challenge no later than 5:00 PM, Tuesday, July 29, 2003, by mail or courier to:

Mr. Michael T. Kane  
Assistant Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2nd Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

No submittals will be accepted after that date and time. Faxed or e-mailed submittals will not be accepted.

Any questions regarding this notice should be directed to WSDOT, Consultant Services Office at 360-705-7104.